

Children's Justice Act Grant Program

Request for Grant Application (RFGA)

CJ-CSG-08-8274-00

<u>DEADLINE</u>	Proposals shall be submitted on or before 3:00 p.m. (Arizona MST Time) on <i>September 10, 2007</i> at the Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite101, Phoenix, AZ 85007. <u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u> Please mail or deliver One (1) original and six (6) copies.
<u>SPECIAL ACCOMMODATIONS</u>	Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Jeanne Weeks, email: jweeks@az.gov or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.
<u>PRE-APPLICATIONS CONFERENCE</u>	Prospective applicants are encouraged to attend a conference on, August 14, 2007 at 2:00 pm – 4:00 pm at the State Capitol, Executive Tower, Grand Canyon Room, 1700 W. Washington, Phoenix, AZ 85007. The purpose of the meeting is to discuss and clarify this Request for Grant Application(s).
<u>PROCUREMENT GUIDELINES</u>	<p>In accordance with A.R.S. 41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of the Governor's Office for Children, Youth and Families on or prior to the exact time and date indicated above. TELEFAXED, ELECTRONIC OR LATE GRANT APPLICATIONS WILL NOT BE CONSIDERED.</p> <p><u>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope.</u></p> <p>All applications must be completed in ink or typewritten and a complete Grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p> <p>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, http://gocvf.az.gov/Grants/index.asp</p>
	SERVICE: The Children's Justice Act Grant Program

<p><u>CONTRACT</u> <u>INFORMATION</u></p>	<p>CONTRACT TYPE: Cost Reimbursement.</p> <p>CONTRACT TERM: The term of the contract shall commence on October 1, 2007 and shall remain in effect until September 30, 2008, (contingent upon final federal award), unless terminated, cancelled or extended as otherwise provided herein.</p>
<p><u>CONTACT</u> <u>INFORMATION</u></p>	<p>Jeanne Weeks Governor's Office for Children, Youth and Families Procurement Specialist</p> <p>Fax: (602) 542-3520 Email: jweeks@az.gov</p>
<p>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER</p>	<p>The Children's Justice Act CFDA number is 93.643. This number will be required for audits conducted in accordance with federal regulations.</p>



JANET NAPOLITANO
GOVERNOR

GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND
FAMILIES

IRENE S. JACOBS
EXECUTIVE DIRECTOR &
SR. POLICY ADVISOR

STATE OF ARIZONA

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO THE STATE OF ARIZONA:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the State, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City State Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____

State of Arizona

Awarded this _____ day of _____ 20____

Jeanne Weeks, Procurement Specialist

What is in this Request for Grant Application?

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What is the Governor's Office for Children, Youth & Families?

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several divisions: Division of Finance and Administration, Division for Children, Division for Community and Youth Development, Division for Substance Abuse Policy, Division for Women, and the State School Readiness Board. Experienced and knowledgeable professionals with expertise in their particular areas staff each division and act as resources to communities. To achieve GOCYF's mission, the divisions oversee grant programs, boards, commissions, councils, task forces, policy initiatives and annual events.

The GOCYF acts as a catalyst for overall systems changes. Commissions advise and monitor policy initiatives and grant programs. The GOCYF convenes numerous commissions, councils and task forces which include: the Governor's Children's Cabinet, the Governor's Foundation Roundtable, the Arizona Parents Commission on Drug Education and Prevention, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on the Health Status of Arizona's Women and Families (with the Arizona Department of Health Services), the Children's Justice Task Force, the State School Readiness Board, the Governor's Commission on Service and Volunteerism, the State Citizens Corps Council, the Statewide Youth Development Task Force, the Governor's Youth Commission, the Interagency Council on Homelessness, the Re-entry Task Force, and the Earned Income Tax Credit Task Force. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

GOCYF Values

- ❖ We are public servants with a passion to create a brighter future for all Arizonans.
- ❖ We value strong families as the cornerstone of a healthy society with a robust economy and a bright future.
- ❖ We acknowledge and celebrate all kinds of families, and recognize that there is often a child at the center of each family who needs support to grow up healthy, safe and well educated.
- ❖ We recognize and value our diverse backgrounds and perspectives as we serve in a culturally competent manner.
- ❖ We work in a family/employee friendly environment, in which we draw on our creativity, flexibility and good humor to accomplish excellent work that gets results for Arizona's children, youth and families.
- ❖ We approach our work as servant leaders and focus on producing tangible outcomes to meet the expressed needs of Arizonans.
- ❖ We pursue our work with pride, integrity and mutual respect for each other and for the people of Arizona.

GOCYF Vision

The state of Arizona is the ideal place to grow up, raise a family, and grow old.

GOCYF Mission

We create a brighter future for Arizona by providing resources, promoting citizen engagement,

and leading innovative projects to strengthen and empower families and communities.

GOCYF Goals

- ❑ Safety ~ Arizonans are safe in their homes and communities
- ❑ Civic Engagement ~ Arizonans participate in improving the quality of life within their communities
- ❑ Economic Stability ~ Arizonans are economically stable and self sufficient and have access to support and resources
- ❑ Health ~ Arizonans are healthy and stable– physically, mentally, behaviorally, developmentally, orally, environmentally, and spiritually
- ❑ Life Long Learning ~ Arizonans experience quality education throughout their lifetimes
- Responsive Government ~ State government is responsive to individuals, families, communities and local governments in Arizona

What is the Children's Justice Grant Program?

The Child Abuse Prevention and Treatment Act (CAPTA) provides grants to the States for the purpose of assisting States in developing, establishing, and operating programs designed to improve (1) the handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation, in a manner which limits additional trauma to the child victim; (2) the handling of cases of suspected child abuse or neglect related fatalities; and (3) the investigation and prosecution of cases of child abuse and neglect, particularly child sexual abuse and exploitation.

Each application will be reviewed at several levels. The applications will initially be reviewed by a peer review committee, including a representative from the Governor's Office for Children, Youth and Families, whose recommendations will be forwarded to the Director of the Governor's Division for Children for policy review and approval. Applicants will be notified if their application has been selected for funding by the Governor's Office for Children, Youth and Families.

What is the Funding Source for this Grant?

The U.S. Department of Health and Human Services, Child Abuse Prevention and Treatment Act (CAPTA), CFDA Number 93.643.

Who is Eligible to Apply for this Funding Opportunity?

- School Districts and Institutions of Higher Education
- Non-profit 501(c) 3 organizations
- Local, county or state government entities
- Tribal Nations and communities
- Any partnership of the above listed organizations (a fiscal agent must be designated)

What is the Total Amount of Available Funds?

This is a one-year contract and is not renewable. Total funds available for all contracts will not exceed **\$141,000** for the funding year.

Notice: Congressional delays in approving the federal budget may affect Arizona's Children's Justice Act Grant Programs. Although notification of an official award has not been received, the state will initiate the RFGA process in order to avoid additional delays in distributing the funds once the award has been granted by the U.S. Department of Health and Human Services. *We anticipate the subgrantee awards will begin on October 1, 2007; however, this start date is contingent upon actual receipt of federal award.*

What Will This Request for Grant Application Fund?

The Governor's Children's Justice Act Grant will fund community efforts focused on improved handling of child abuse and neglect cases. This encompasses activities related to investigation and prosecution. It is also the intention of this grant program to support increased coordination amongst all parties involved in handling child abuse cases, including, but not limited to: schools, faith-based entities, law enforcement, child protective services, forensic interviewers, medical staff, advocacy center staff, prosecutors, Court Appointed Special Advocates and judges. Also eligible for funding is equipment to aid in the investigation of child abuse and neglect cases.

The purpose of this grant is to support activities and efforts that promote priorities identified by the Arizona Children's Justice Task Force. Proposed projects must address one (1) or more of the following priorities (not listed in rank order):

1. Supporting the development and ongoing operations of child and family advocacy centers
2. Providing funding for equipment needed to conduct investigations of child abuse and child exploitation
3. Supporting county Interagency Councils and Multidisciplinary Teams
4. Increasing political and public awareness of Children's Justice activities and the benefits of coordinated investigation
5. Supporting appropriate projects that involve multiple jurisdictions including federal, military, and tribal authorities (i.e. mandated reporter training targeted to tribal entities)
6. Supporting appropriate projects that improve court handling of child abuse matters (i.e. efforts to make courts more "child friendly"; a project that emphasizes the coordination of co-occurring criminal and dependency cases)

How Do I Apply ?

Applicants will be required to submit the documents and attachments being requested as outlined in this Request for Grant Application. To prepare your application, read this document and its exhibits/attachments, follow the Grant Application Format and Guidelines section of this document, and prepare a budget and budget narrative. **Refer to the Checklist on page 25 to verify inclusion of all required documentation and the proper format.**

The Governor's Office for Children, Youth and Families shall be responsible for the overall management of the Children's Justice Act Grant. The Governor's Office for Children, Youth and Families is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Applicant Contacts:

The Governor's Office for Children, Youth and Families will address questions regarding this Request for Grant Application, including technical specifications, proposal process, etc. For questions, please contact Jeanne Weeks via email: jweeks@az.gov or via fax: (602) 542-3520. Applicants may not contact the employees of the Governor's Office for Children, Youth and Families regarding this procurement activity while the proposal and evaluation are in process.

Please follow these instructions in preparing your grant application:

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend, if necessary, the Pre-Application Conference on August 14, 2007 from 2:00 pm – 4:00 pm (MST), at the State Capitol, Executive Tower, Grand Canyon Room, 1700 W. Washington, Phoenix, AZ, 85007. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of the Governor's Office for Children, Youth and Families position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to the Governor's Office for Children, Youth and Families at the Conference. The Governor's Office for Children, Youth and Families will then determine the appropriate action necessary, if any, and issue a written amendment to the RFGA. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments are posted to the Governor's website, <http://gocyf.az.gov/Grants/index.asp>. It is the sole responsibility of the prospective applicant to view the website for updated information. Applicants may not contact any employee of the Governor's Office for Children, Youth and Families concerning this solicitation while the application and evaluations are in process. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.** Questions concerning this solicitation should be directed to Jeanne Weeks by emailing jweeks@az.gov or in writing by faxing your question to (602) 542-3520.
3. **Submit one (1) original and six (6) copies of your application.** The original copy of your application should be clearly marked "**ORIGINAL**". The Governor's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative effect on the evaluation of the applicant's application.
4. Grant Applications must be received by the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM (Arizona MST Time), September 10, 2007. TELEFAXED, ELECTRONIC OR LATE APPLICATIONS SHALL NOT BE ACCEPTED.**
5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.

7. Applications shall be irrevocable for 150 days after the RFGA due date and time.
8. In the event that the proposals received exceed the budget limitations, the Governor's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the Governor's Office for Children, Youth and Families, funds shall be awarded according to priority scores. Revised budget documents will be required. The Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed price.
9. Keep a copy of this solicitation and your grant proposal. If awarded, the applicant shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

How Will the Applications be Evaluated?

The review committee to evaluate applications and select those for an award will use the following criteria.

Evaluation Criteria

Needs Assessment	(18%)
Goals and Outcome Objectives	(18%)
Strategies and Approaches	(18%)
Implementation Plan, Budget & Organizational Capacity	(28%)
Evaluation Plan	(18%)

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. 41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. 41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

TECHNICAL REQUIREMENTS:

Applications will be reviewed initially for compliance with technical requirements.

NONCOMPLIANCE WITH THESE REQUIREMENTS MAY RESULT IN THE APPLICATION BEING DEEMED NON-RESPONSIVE, AND THEREFORE, NOT SUSCEPTIBLE TO AWARD.

- ☐ Responses should be typed, single-spaced with one-inch margins and 12-point font used.
- ☐ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder

clip.

- ❑ Applications should be single sided, NOT duplexed.
- ❑ Number all pages and include a table of contents that follows the underlined sections below.
- ❑ Enclose **one (1) original** copy marked “**ORIGINAL**” and six **(6)** additional copies.
- ❑ A signed **Offer and Acceptance** (SPO Form 203) document must be submitted.
THIS DOCUMENT MUST HAVE AN ORIGINAL SIGNATURE.
- ❑ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ❑ All Exhibits must be completed as instructed.
- ❑ The organization name and the Request for Grant Application Number **CJ-CSG-08-8274-00** must be **CLEARLY** marked on the outside of the sealed envelope/package.

APPLICATION:

1. EXECUTIVE SUMMARY (Required - one page).

Provide a one-page narrative overview of the project that includes a brief summary of the target population, program goals, objectives, methods to be used and collaboration efforts.

2. NEEDS ASSESSMENT (Required-two pages maximum, not including attachments)

This component creates a foundation for the proposal by focusing on: problem identification; the targeted individuals or groups to be reached; other individuals or groups who will play a role in the development or implementation of the program; the gathering and analysis of data that will establish the needs to support the identified problem; and the identification of other resources currently directed toward the identified problem. Please address each point:

Provide a narrative response to each of the following.

2.1 State the problem or issue addressed in this proposal.

2.2 Identify no more than three (3) risk factors and protective factors relating to the problem or issue.

2.3 Based on the stated problem, what group(s) of people or communities will the proposal be targeting (your target population)? Who are the other individual groups (or key stakeholders) that are involved in the development and/or implementation of the proposed project?

2.4 Identify the sources of the data, how that data was collected, and how that data relates to and validates the identified risk factor(s), protective factor(s), and problem(s) in the community.

2.5 What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How does this proposed project support those efforts or enhance your program efforts?

3. GOALS AND OUTCOME OBJECTIVES. (Required- Three pages maximum, not including attachments)

This component captures the broad statements of intent (goals) and the measurable, time-specific outcomes (objectives) that will address the identified problem/needs. Goals are general and should reflect what changes are desired within your targeted population or community area. Objectives should support the goals and should describe specific changes that will be accomplished within a certain period of time and are able to be measured. It is critical that the goals and objectives are realistic in terms of both time and available resources. Therefore, it may be necessary to develop intermediate or short-term objectives. Process objectives will be addressed in the Implementation Section.

Provide a narrative response to each of the following.

3.1 State the goal(s) that will address the identified problem/need.

3.2 For each goal, identify an outcome objective(s) that:

- 3.2.1 Describes what will change in the targeted population/area (e.g. behavior/attitudes, impact on indicators/statistics, etc.).
- 3.2.2 Quantifies how much will change (e.g. increase or decrease in numbers, percentages, etc.).
- 3.2.3 Gives a specific date by which the change(s) will occur.

3.3 Explain how the goals and outcome objectives are linked to the identified problem/needs.

4. STRATEGIES AND APPROACHES (Required- Three pages maximum, not including attachments)

This component identifies and describes the interventions chosen to reach the stated goals and outcome objectives.

Provide a narrative response to each of the following.

4.1 Describe the strategies and approaches or proven effective program that will be used to meet the goals and objectives.

4.2 Explain how the selected strategies and approaches fit with the identified problem/need and will lead to achieving the stated goals and objectives.

4.3 Explain how the selected strategies/approaches apply to the targeted population and explain how the selected strategies/approaches are culturally competent, age appropriate and gender responsive.

5.A. IMPLEMENTATION PLAN - (Required- Three Pages maximum, not including attachments)

This component focuses on the steps that must be taken to put the program strategies and approaches into action. It should include all the elements/activities that will be required to operationalize the strategies for the duration of the grant.

Provide a narrative response to each of the following.

- 5.1 Develop a set of process objectives that will be used to measure the effectiveness of the implementation of the selected strategies (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc. (Complete Exhibit J).
- 5.2 Sequentially list the activities needed to implement the strategies and approaches including timelines and responsibilities as they related to the achievement of the process objectives. (Complete Exhibit K).
- 5.3 Describe the plan for recruiting and retaining participants/clients.
- 5.4 Describe any anticipated barriers to participation and/or completion of your plans to overcome those barriers.
- 5.5 Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered and/or obtained?

NOTE: If this application includes a request for a Children's Justice Coordinator please address the following requirements: (If the application does not includes a request for a Children's Justice Coordinator please go to 5.B. BUDGET)

BUDGET NOTE: If this application includes a request for a Children's Justice Coordinator please include in the budget request funds for two Children's Justice Coordinator's meetings. Each will be one day and costs should include mileage, per diem and lodging.

Coordinators are required to provide a minimum of four trainings on the local Child Abuse Investigation and Prosecution Protocol.

- 5.6 Describe how and when this will be accomplished, i.e. presentations to law enforcement, child protective services, prosecutors, etc.

Coordinators are required to participate in efforts toward compliance with local protocols.

- 5.7 Describe how this will be accomplished, i.e. involvement with case staffings, case reviews, etc.

Coordinators are required to participate in the completion of the County Annual Report on Joint Investigations required per ARS 8-817.

- 5.8 Describe how this will be accomplished, i.e. convening of stakeholder meetings, etc.

5.B. BUDGET

Submit the Funds Requested Page (Exhibit A), the Budget Summary Page (Exhibit B) and the Budget Narrative (Exhibit C). Exhibits B and C included in the RFGA are samples to illustrate a budget and budget narrative that provides a clear and concise explanation of the methods

used to determine the amounts for each line item in the proposed program budget. All budget forms must be signed by an authorized agency representative. The following applies to requested funding:

- 5.9 List all resources that will be needed to implement the strategies/approaches. These resources may be financial as well as involve curriculum, supplies, space, equipment, etc.

Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be modified following award of the Contract. After award, requests for line item modifications that do not change the total program funding, must be requested in writing. If approval of the change is granted, written authorization from the Governor's Office for Children, Youth and Families will be provided.

- 5.10 Complete budget sheets. (Exhibits A, B, and C.)

- 5.11 List all other sources of funding currently received from the Governor's Office for Children, Youth and Families, other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed program. (Exhibit D.)

*****Please note that there is no match required for this program*****

5. C. **ORGANIZATIONAL CAPACITY**

- 5.12 Describe your organization's capacity to implement the proposed program. Provide examples of experience in implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants from the Governor's Office for Children, Youth and Families, other state agencies, or other grants in general may be taken into consideration in evaluation of your proposal. (Exhibit E should be used to list the offeror's experience)

- 5.13 In order to implement the strategies/approaches, what capacity building will be needed? This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff, adding data or financial systems, contracting with consultants or providers, and necessary equipment.

- 5.14 Describe what staff is accountable for and staff qualifications. List how much time each person will spend on the project. In addition, attach resumes for key individuals involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project. This should include those listed as your internal team in question (Exhibit F should be used for listing staff qualifications).

- 5.15 Complete the GOCYF Standard Data Collection Form, Exhibit G.

- 5.16 Describe your organization's Business Management System by completion of the Financial Systems Survey, Exhibit H.

- 5.17 Read and sign Exhibit I - ASSURANCES for Non-Construction Programs.

6. **EVALUATION**

This component addresses questions about how the program is working and what can be done to make the program more effective. The evaluation should be directly connected to both the process objectives included in the Implementation Plan module and the outcome objectives stated in the second module, Goals and Outcome Objectives. The process evaluation should measure program efficacy by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation. The outcome evaluation should determine the extent to which the program has accomplished the stated goals and outcome objectives. Applicants must include a plan for evaluation by completing the following questions.

6.1 Who will have overall responsibility for the process and outcome evaluations?

6.2 What resources (e.g. personnel, supplies, etc.) will be needed to evaluate the program?
The funds dedicated to evaluation should be reflected in the budget.

Process Evaluation

6.3 How will each process objective be measured (e.g. attendance sheets, adequacy of materials and resources, participant satisfaction surveys, etc.)? (Complete last column of Exhibit J).

6.4 Describe the plan for evaluating the process objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the process evaluation?

6.5 What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of your data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?

6.6 How will this data be analyzed?

Outcomes Evaluation

6.7 The outcome evaluation design/methodology must include assessment tools and include pre and post measurements. Include a sample of the evaluation tool(s) (e.g. pre/post tests) that will be used to measure each of the outcome objectives.

6.8 Describe the plan for evaluating the outcome objectives including timelines for collecting and analyzing data by completing Exhibit L.

6.9 What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?

6.10 How will this data be analyzed and distributed?

Continuous Quality Improvement

6.11 Describe the plan to use the results of your evaluation to continuously improve the quality of the program throughout the duration of this grant.

Program Specific Requirements:

The following restrictions and requirements shall apply to all proposals:

1. The Governor's Office for Children, Youth and Families shall be responsible for overall management of the Safe and Drug Free Schools and Communities project. You will be provided a contact name and number for staff responsible for management of this project. A contract file shall be set up in the Governor's Office for Children, Youth and Families. Project monitoring will be the responsibility of the Division for Children and the Governor's Division of Finance and Administration.
2. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
3. No construction costs are permitted.
4. The Subgrantee shall submit quarterly progress narrative reports. The report shall contain such information as deemed necessary by the Governor's Office for Children, Youth and Families, Division for Children.
5. The Subgrantee shall notify the Governor's Office for Children, Youth and Families in writing, **thirty (30) days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment by the Division for Children, the Governor's Division for Finance and Administration, and the Governor's Office for Children, Youth, and Families.
6. The Subgrantee shall be paid on a cost-reimbursement basis, at a maximum of monthly or a minimum of quarterly for those items submitted and approved in the budget inclusively. Reimbursement requests should be submitted monthly or quarterly by the due date on the financial draw down schedules to be provided upon award. **Subgrantee shall submit a final reimbursement request for expenses obligated prior to the date of contract termination no more than forty-five (45) days after the contract end.** Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families.**
7. Financial invoices must be sent to:

Teri Lippens, Financial Analyst
Governor's Office for Children, Youth and Families
Governor's Division of Finance and Administration
1700 West Washington, Suite 101
Phoenix, Arizona 85007

8. Programmatic reports and requests for program and budget changes must be sent to:

Christy Alonzo, Program Administrator
Governor's Office for Children, Youth and Families
Division for Children
1700 West Washington, Suite 101
Phoenix, Arizona 85007

9. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises of causes beyond the control and without the fault of negligence of the Subgrantee.
10. The Subgrantee shall submit activity reports (e.g. programmatic, and financial reports, etc.) as required by the Governor's Division for Children and the Governor's Division of Finance and Administration. Additionally, Exhibit G, the Governor's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System, should be completed and submitted with the application.

The Subgrantee shall submit quarterly progress reports, due by the 15th of the month following the quarter. Failure to submit timely reports will result in suspension of reimbursement. The report shall contain such information as deemed necessary by the Governor's Division for Children, Governor's Office for Children, Youth and Families.

Terms and Conditions:

1. **Term of Contract:** The term of the contract shall commence October 1, 2007 and shall remain in effect until September 30, 2008, contingent upon final federal award, unless terminated, canceled or extended as otherwise provided herein. This is a one-year contract and is not renewable.
2. **Funding:** Requested funding must be submitted in an all-inclusive basis. The Governor's Office for Children, Youth and Families will not reimburse any item other than the all-inclusive funding contained on the budget forms.
3. **Key Personnel:** It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the key positions. **Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of the Governor's Office for Children, Youth and Families.** It is the preference of the Governor's Office for Children, Youth and Families that the Subgrantee require current state certification and/or licensure as a condition of employment for those individuals providing direct behavioral and medical health services to youth.
4. **Multiple Awards:** In order to ensure adequate coverage of Governor's Office for Children, Youth and Families requirements, multiple awards may be made.
5. **Financial Audit:** At any time during the term of this contract, and at any time within three (3)

years after the termination of this contract, the Subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. In addition, in compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, expending Federal Grants from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your application.**

6. Audit Trails: Subgrantee shall maintain proper audit trails for all reports related to this contract. The Governor's Office for Children, Youth and Families reserves the right to review all program records.
7. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Subgrantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds

8. Compliance: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 75-5 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; 3) all applicable provisions and regulations relating to the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213); 4) all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
9. Licenses: Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
10. Amendments: Any change in the contract including the scope of work and budget described herein, whether by modification or supplementation, must be accomplished by a

formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and the Governor's Office for Children, Youth and Families. The Governor's Office for Children, Youth and Families will also approve any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the Subgrantee's compensation if applicable and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

11. Contract Renewal: The contract shall not bind nor purport to bind the Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period.
12. Availability of Funds for the Next Fiscal Year: Funds are not presently available for performance under this contract beyond the current fiscal year. No legal liability on the part of the Governor's Office for Children, Youth and Families for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract. The Governor's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made.
13. Subcontractors: The Subgrantee agrees and understands that no subcontract which the Subgrantee enters into with respect to performance under this contract shall in any way relieve the Subgrantee of any responsibility for performance of its duties. **It is highly recommended by the Governor's Office for Children, Youth and Families that a Memorandum of Understanding or some other type of contract is in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
14. Indemnification Clause: Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Subgrantee from and against any and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of

subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Subgrantee for the State of Arizona. This indemnity shall not apply if the Subgrantee or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

15. **Insurance Requirements:** Subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

- A. MINIMUM SCOPE AND LIMITS OF INSURANCE:** Subgrantee shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- | | |
|--|-------------|
| • General Aggregate | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury | \$1,000,000 |
| • Blanket Contractual Liability – Written and Oral | \$1,000,000 |
| • Fire Legal Liability | \$ 50,000 |
| • Each Occurrence | \$1,000,000 |
- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee".
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured

language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee".

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation

Statutory Employers' Liability

Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH Subgrantee or subcontractor exempt under A.R.S. 23-901, AND when such Subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. **Professional Liability (Errors and Omissions Liability)**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.

2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.

- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor's Office for Children, Youth & Families, Jeanne Weeks, Procurement Specialist, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Governor's Office for Children, Youth & Families, Jeanne Weeks, Procurement Specialist, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)**. The Governor's Office for Children, Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

- F. **SUBCONTRACTORS:** Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies **or** Subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment,

but may be made by administrative action.

- H. **EXCEPTIONS:** In the event the Subgrantee or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Subgrantee or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Within ten (10) days following notification of award, certificates of insurance must be submitted to the Governor's Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

16. **Confidentiality of Records:** The Subgrantee shall establish and maintain procedures and controls that are acceptable to the Governor's Office for the purpose of assuring that no information contained in its records or obtained from the Governor's Office for Children, Youth and Families or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the State. Subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.
17. **Confidential Information:** If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Specialist for the Governor's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §41-2611 through §41-2616.
18. **Cancellation:** The Governor's Office for Children, Youth and Families reserves the right to cancel the whole or any part of the contract due to failure of the Subgrantee to carry out any term, promise, or condition of the contract. The State will issue a written ten (10) day notice of default to the Subgrantee for acting or failing to act as in any of the following:
- The Subgrantee provides personnel that do not meet the requirements of the contract.
 - The Subgrantee fails to perform adequately the services required in the contract. The Subgrantee attempts to impose on the Governor's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
 - The Subgrantee fails to furnish the required product within the time stipulated in the contract.
 - The Subgrantee fails to make progress in the performance of the requirements of the contract and/or gives the Governor's Office for Children, Youth and Families a positive indication that the Subgrantee will not or cannot perform to the requirements of the contract.

If the Subgrantee does not correct the above problem(s) within ten (10) days after receiving

the notice of default, the State may cancel the contract. If the State cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

19. Termination: The Procurement Specialist for the Governor's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of the State of Arizona, without penalty or recourse, by giving written notice to the Subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Governor's Office for Children, Youth and Families, become property of the State of Arizona. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
20. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
21. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
23. Restrictions on Lobbying: The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
24. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement.

The provider shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any provider, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of

sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.

This contract may be cancelled or terminated if the fingerprint check or the certified form of any person who is employed by a provider, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

25. Compliance: The Subgrantee shall comply with the Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.
26. Sectarian Requests: Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instructions
27. Ownership of Information: The Governor's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the US Department of Health and Human Services and the Governor's Office for Children, Youth and Families as the funding source.
28. The latest edition of the Arizona Uniform General Terms and Conditions and Uniform Instructions to Offerors is incorporated into this Request for Grant Applications by reference. Copies may be obtained from the State of Arizona Procurement Office at (602) 542-5511. The State Procurement website is:
<http://www.azeps.az.gov/PoliciesDocuments/index.htm>.

The Arizona Uniform General Terms and Conditions and Uniform Instructions to Offers is also available on the Governor's Office for Children, Youth and Families website at:
<http://gocyf.az.gov/Finance/>.

Checklist:

Use the following list to make sure your Grant Application for the Children's Justice Act Grant is complete and meets the requirements specified in this request for grant applications:

- π One (1) original copy marked "original", and six (6) additional copies.
- π Completed and signed Offer and Acceptance form (SPO form 203)
- π Table of contents.
- π Executive Summary.
- π Funds requested page, Exhibit A, completed and signed.
- π Line Item Budget, Exhibit B, completed and signed.
- π Budget Narrative, Exhibit C, completed and signed.
- π Disclosure form of other funding sources, Exhibit D, completed and signed.
- π Program narrative.
- π Offeror's Experience, Exhibit E.
- π Personnel Staff Overview, Exhibit F.
- π Standard Data Collection Form, Exhibit G, completed.
- π Financial Systems Survey, Exhibit H, completed and signed.
- π Assurances for Non-Construction Programs, Exhibit I, signed.
- π Process Objectives, Exhibit J, completed.
- π Implementation Plan, Exhibit K, completed.
- π Outcome Evaluation Plan, Exhibit L, completed.
- π MDT Verification, Exhibit M.
- π Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- π All documents requiring signatures should have **ORIGINAL** signatures.
- π Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- π When submitting your application, insure your organization name and the Request for Grant Application Number **CJ – CSG – 08 – 8274 - 00** is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- π It is the responsibility of each applicant to insure their application is delivered to the Governor's Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

Exhibits:

- Exhibit A: Funds Requested Page
- Exhibit B: Line Item Budget
- Exhibit C: Budget Narrative
- Exhibit D: Disclosure Form of Other Funding Sources
- Exhibit E: Offeror's Experience
- Exhibit F: Personnel Staff Overview
- Exhibit G: GOCYF Standard Data Collection Form
- Exhibit H: GOCYF Financial Systems Survey
- Exhibit I: Assurances for Non-Construction Programs, OMB Form 424B
- Exhibit J: Process Objectives
- Exhibit K: Implementation Plan
- Exhibit L: Outcome Evaluation Plan
- Exhibit M: MDT Verification

Exhibit A

Funds Requested Page

1. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for Children's Justice Act Grant Program.

\$_____Total Funds Requested

2. Are you submitting this application for your proposed program as a faith-based organization?

YES_____

NO_____

Authorized Signature_____Date_____

JobTitle_____

Exhibit B

Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Subgrants), Other Operating Expenses and Administrative/Indirect Costs.

Budget period: October 1, 2007 to September 30, 2008

Budget Category	Line Item	Requested Funds
Personnel and Fringe Benefits		
Personnel	Project Director, Bob Williams, 50%, 12 months	\$22,500
Fringe Benefits	Agency Rate (18%)- Budget narrative should provide more detailed accounting of how this rate was determined for the agency.	\$4,050
Contracted Services/Professional Services		
Contract services	Program Evaluation – contractual data entry services (GHJ Evaluation, Inc.)	\$1,000
Travel		
	Project staff to attend program related training (300 miles x 44.5 cents per mile x 1 staff person)	\$103.50
Pass Through		
Subgrants	Stipends for school personnel 1 person - .10 FTE	\$1,000
Supplies and Other Operating		
	Postage (\$100/month x 12 months for monthly flier) Telephone for Bob Williams (\$75/month x 12 months)	\$1,800
Administrative/Indirect Costs		
	Please see narrative.	
Total		\$30,4453.50

*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

** List matching funds.

Authorized signature

Date

Exhibit C

Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items that funds are being requested for. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Contracted Consultant/Professional Services: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the costs/rates are determined. Explain how all contracts will be procured.

Travel: Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants may follow their own established travel rates. However, the Governor's Office for Children, Youth and Families reserves the right to determine the reasonableness of those rates. If an applicant does not have a written policy they should abide by the State's travel policy (www.gao.state.az.us/travel/).

Pass Through/Subgrants: In the event that this application represents a collaboration and the contract will be utilizing other subgrantees to perform various components of the program, include a list of subgrantees, programmatic work each subgrantee will perform, and how costs for each subgrantee are determined).

Supplies and Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include

particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Option A: Administrative Costs: With proper justification, subgrantees may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request.

Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.

Option B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, subgrantees may include an allocation for indirect costs for up to 10% of the grant request. Applicants must provide a copy of their federally approved indirect cost rate agreement.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized Signature_____ Date_____

Job Title_____

Exhibit D

Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount
TOTAL:		

***This table should include only those funds that will support the program detailed in this application.**

Authorized Signature_____ Date_____

Job Title_____

EXHIBIT E

Offeror's Experience

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2001 – December 2001)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, reduced alcohol use by 10%, etc.)

EXHIBIT F

Personnel Staff Overview

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

EXHIBIT G

Governor's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System (GIMS)

A. Agency Information:

Program Name (if applicable) _____

Agency _____ Contact Person _____

Address _____ Position _____

Address _____ Email _____

City, State, Zip _____ Phone _____ x _____ Fax _____

County _____

Employer Identification Number: _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal
_____ Faith Based _____ Other

Have you previously conducted business with the State using this EIN: **Y N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.ica.state.az.us/Forms/Substitute%20Form%20W-9.pdf>

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with the Governor’s Office for Children, Youth and Families and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator – Indicates all persons/agencies who have been identified as a collaborator, partner, host site as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Collaborator**

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

☐ **Program Agency**

☐ **Fiscal Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Collaborator**

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

☐ **Program Agency**

☐ **Fiscal Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Collaborator**

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

Exhibit H

Governor's Office for Children, Youth and Families **Financial Systems Survey**

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, the Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from the Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated
--	---

	<ul style="list-style-type: none"> o Combination
2. How frequently do you post to the General Ledger?	<ul style="list-style-type: none"> o Daily o Weekly o Monthly o Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<ul style="list-style-type: none"> o YES o NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<ul style="list-style-type: none"> o YES o NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<ul style="list-style-type: none"> o YES o NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<ul style="list-style-type: none"> o YES o NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using allocable direct charges must attach a copy of the methodology and calculations in determining those charges. Those organizations using a federally approved indirect cost rate must attach a copy of the approval documentation issued by the federal government.	<ul style="list-style-type: none"> o Direct Charges o Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<ul style="list-style-type: none"> o YES o NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<ul style="list-style-type: none"> o YES o NO
3. Are all accounting entries and payments supported by source documentation?	<ul style="list-style-type: none"> o YES o NO
4. Are cash or in-kind matching funds supported by source documentation?	<ul style="list-style-type: none"> o YES o NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<ul style="list-style-type: none"> o YES o NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<ul style="list-style-type: none"> o YES o NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<ul style="list-style-type: none"> o YES o NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<ul style="list-style-type: none"> o YES o NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<ul style="list-style-type: none"> o YES o NO
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<ul style="list-style-type: none"> o YES o NO
5. Does the organization maintain written procurement policies and procedures?	<ul style="list-style-type: none"> o YES o NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the Governor's Office for Children, Youth and Families has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Subgrantee has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

ASSURANCES for NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

EXHIBIT J

Process Objectives

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Strategy/ Program	Key tasks (services) to be completed	How Many / How Much	Target Population OR Person Responsible	By when	As measured by

EXHIBIT K

Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Process Objective (AS LISTED ON EXHIBIT J)	Activities	Person Responsible	Date Activity Will Be Completed/Timeline	Support Documentation

EXHIBIT L

Evaluation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

<i>SITE/PROGRAM</i>	EVALUTION QUESTION(S)	EVALUATION MEASURES/VARIABLES	EVALUATION METHODOLOGY	ANALYSIS PROCEDURES

EXHIBIT M

_____ County IAC/MDT certifies that the individual named in the grant application as Children's Justice Coordinator is authorized by the lead agencies of the IAC/MDT to facilitate and manage the IAC/MDT and perform all duties necessary to fulfill this responsibility.

Signed by:

Lead Agency

Lead Agency

Lead Agency

Attachment A – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date

Issued: _____

Authorized Representative

END OF SOLICITATION
CJ-CSG-08-8274-00